



TUITION ASSISTANCE

In today's workplace, those who continue to add new skills and pursue learning opportunities are moving ahead.

City of Plano Tuition Assistance Program

(See *Policy 208* for further details and guidelines of the program.)

The City of Plano is offering tuition only assistance to full-time employees to help reduce the educational expense of a degree plan when it meets one or more of the following criteria:

- Career development related to City functions
- In preparation for a promotion within the City
- Relates to current job duties
- Provides new knowledge and skill to enhance job performance



Must be a full-time employee and completed the probationary period.

For qualifying courses to be completed between Oct. 1, 2020 and Sept. 30, 2021:

- Up to \$3,000 annually (cannot exceed actual course cost)
- Requires a school approved degree plan
- Tuition Assistance will be given until the budgeted funds are exhausted

To be eligible, submit the following electronically to Khealy@plano.gov

- 1. Your Annual Request for Tuition Assistance Funds form with your signature and your department director's signature.**
- 2. Your degree plan.**

****Deadline: 5 p.m. on June 12, 2020****

Incomplete forms will be returned for completion.



Kathy Healy

Phone: (972) 941-7437

E-mail: Khealy@plano.gov



Debbie Speed

Phone: (972) 941-7217

E-mail: debbies@plano.gov